



KING COUNTY
YOUTH TRAINING SPECIALIST
KING COUNTY SUPERIOR COURT
Hourly Rate Range - \$18.52 - \$23.53
Job Announcement No.: 04GF4326
OPEN: 6/01/04 CLOSE: 6/16/04

WHO MAY APPLY: This **grant-funded position** is open to the general public. **Duration of this position is contingent on continued funding.**

WHERE TO APPLY: Required forms and materials must be sent to: Human Resources Department, King County Superior Court, 516 Third Avenue, KCC-SC-0203, Seattle, WA 98104, or hand-delivered to the King County Superior Court Reception Desk, **Room W-554** at the above address. Application materials must be received by **4:30 p.m. on or before the closing date**. (Postmarks are NOT ACCEPTED). Please call (206) 296-9355 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above and by the due date will not be processed.

FORMS AND MATERIALS REQUIRED: A [Superior Court application form](http://www.metrokc.gov/kcsc/app.htm), resume and letter of interest detailing your background and demonstrates experience and ability to meet or exceed the qualifications and primary job functions. **Only Superior Court application forms will be accepted.** Application forms are available in Room W-554, King County Courthouse in downtown Seattle, or Room 2D, Regional Justice Center in Kent. You can also download the form at <http://www.metrokc.gov/kcsc/app.htm>

WORK LOCATION: King County Superior Court/Juvenile Court Services located at 1211 E. Alder, Seattle, WA, or designated satellite offices located throughout the County.

WORK SCHEDULE: This is a full-time position working a 36-hour work week. The hours of work are 8:00 a.m. to 5:00 p.m., with alternating 3-day weekends.

PRIMARY JOB FUNCTIONS: The incumbent will be assigned within the Community Programs Unit and coordinate employment, vocational and training placement services for juvenile offenders. Responsibilities of the position require the employee to work collaboratively with juvenile probation counselors, court staff and other community agency partners in the coordination of community service, educational and employment preparation and goal attainment. Employees may perform duties in collaboration with community partners in grant funded projects.

- Provides comprehensive pre-employment training, job development, job shadow and work experience placements.
- Provides employment assessment to youth enrolled in the Vocational, Education, Service Training (VEST) program and Community Programs projects, or linkages to other workforce training or educational programs.
- Develop and maintain relationships with employers; and coordinate and monitor work-based training sites.
- Manages a caseload of 20+ youth throughout the year. Obtains, organizes, and maintains essential data and information regarding client demographics and service delivery as required by the agency and funding source.
- Acts as liaison between the Superior Court, private and public sector employers, community agencies, employment/training programs, probation counselors, and educational institutions.
- Develops training materials for youth and program stakeholders to promote program and participants.

QUALIFICATIONS: A Bachelor of Arts degree in psychology, education, sociology or related field and 2 years practical experience in pre-employment classroom training/advanced vocational counseling for at risk youth or juvenile offenders. Demonstrated experience in caseload management of high risk youth and work experience which gives evidence in training and placement of youth in workforce development, community service and educational settings. Must have excellent written and oral communication skills, and experience with various computer applications.

NECESSARY SPECIAL REQUIREMENTS: Finalist must pass a criminal background investigation, including a polygraph examination and reference check. A VALID Washington State Driver's License and the ability to travel throughout the County is required for employment. This position requires the ability to drive to various locations throughout King County and reliable transportation is required.

UNION MEMBERSHIP: Positions in this classification are represented by Local 2084 of the Washington State Council of County and City Employees.

